

## Kindred Education Ltd –Risk Assessment Tool

Nursery: All Kindred Settings

Area / Task / Activity: Control of Coronavirus/Covid-19

Carried out by: Paul Picton

Date of Assessment: 29/05/20

Review Date: 04/06/20- 09/06/20

Step 1	Step 2	Step 3	Step 4	Step 5
Identify the Hazards	Who Could Be Harmed	Risk	Managing the Risk	How Safe is This with the New Controls?
<ul style="list-style-type: none"> <li>Coronavirus/Covid-19/Hospitalisation/Serious illness/Death</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Children</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul>	<p><u>Attendance/Entry</u></p> <ul style="list-style-type: none"> <li>Covid-19 case within setting</li> <li>Staff, children or parents entering setting with symptoms</li> <li>Unauthorised entry to setting</li> <li>Social distancing 2m measures not followed</li> <li>Parents &amp; children gathering at entry points</li> <li>Staff, parents and children traveling on public transport</li> <li>Contamination from equipment brought into setting</li> </ul>	<ol style="list-style-type: none"> <li>Children, adults or staff showing symptoms will not attend</li> <li>Staggered drop off/collection times 1 parent accompanying</li> <li>Completed questionnaire returned &amp; parent must verbally confirm child is symptom free on entry</li> <li>2 metre distancing signage displayed at each entry points</li> <li>2 metre distancing markings at each entry point</li> <li>Entry point for each group/room</li> <li>Staff member at each entry point wearing face mask &amp; 2m tabard</li> <li>No parents to enter setting</li> <li>Disable fingerprint entry systems</li> <li>Wherever possible parent &amp; child should not use public transport to travel to setting, if used travel guidelines will be followed</li> <li>Staff traveling on public transport will wear mask &amp; gloves</li> <li>Each room bubble to have own register</li> <li>New child settling, encourage to do so without parent if unable child/parent will be separated in social distance settling in area &amp; parent must wear mask</li> <li>Discourage the leaving of Buggies, scooters &amp; equipment at the setting</li> <li>Discourage leaving/bringing personal belongings at the setting</li> </ol>	

			16. Sanitizer hand gel available at entry points, children will wash hands on entry 17. Setting manager to review practises daily	
		<b>Mixing &amp; Movements</b> <ul style="list-style-type: none"> <li>• Covid-19 case within setting</li> <li>• Social distancing 2m measures not adhered to</li> <li>• Staff &amp; children coming in to contact</li> <li>• Contractor or third party entering the setting</li> </ul>	1. Children will not mingle within setting 2. Children will be spilt into small designated groups (bubbles) 3. Staff & children to move around setting by one-way flow system 4. Designated staff members will be allocated to groups 5. Large rooms to be spilt into designated areas for groups 6. Shared bathrooms to be used by groups at designated times 7. Outdoor play will be encouraged wherever possible 8. Outdoor times will be specified for each group and adhered to 9. No communal areas will be used 10. Cots & beds to be spaced as far apart as possible (at least 0.5m) 11. Staff rooms closed 12. Staff to social distance during breaks 13. Fire evacuation group muster points to be identified 14. Social distancing & communal space protocol to be observed in office areas 15. Contractors to only enter settings for critical repairs & maintenance 16. Contractors to work in isolation where possible 17. Contractors to complete RA prior to entry 18. Setting manager to review practises daily	
		<b>Health &amp; Hygiene</b> <ul style="list-style-type: none"> <li>• Covid-19 case within setting</li> <li>• Poor hand and general hygiene standards</li> <li>• Poor cleaning standards</li> <li>• Poor contract cleaner standards</li> <li>• Cross contamination from equipment or appliances</li> <li>• Poor knowledge of hygiene controls for staff, parent &amp; children</li> </ul>	1. UK Gov infection control posters & company posters displayed in rooms and entry points 2. Undertake deep clean prior to opening 3. Stringent cleaning procedure in place 4. HSE guidance on air conditioning systems applied 5. Open & close cleaning procedure & checklist 6. Designated area cleaning checklist 7. Equipment/Resources cleaning schedule introduced 8. D10 cleaning solution to be used 9. Detailed cleaning standards agreed with contract cleaners 10. Handwashing checklists in place	

		<ul style="list-style-type: none"> <li>Insufficient cleaning products and PPE</li> </ul>	<ol style="list-style-type: none"> <li>Teaching &amp; learning opportunities planned regularly for children on hand washing &amp; general hygiene practises</li> <li>Anti-bacterial hand wash being used</li> <li>Paper towels and disposable cloths to be used</li> <li>Toilets to be flushed following use</li> <li>Communal space &amp; office cleaning protocol in place</li> <li>Windows &amp; sky lights open where possible &amp; safe to do so</li> <li>Fully utilise outdoor areas</li> <li>Colour coded cross continuation cleaning system in place</li> <li>Snuffle station in each designated group</li> <li>Tissues disposed of in pedal bin</li> <li>PPE available</li> <li>Staff members to wear masks if requested</li> <li>Sanitizer hand gel available at entry points</li> <li>Review all health care plans</li> <li>Existing PPE procedures to be maintained for food &amp; changing</li> <li>Staff to wear cleaned daily washed uniform</li> <li>No linen to be shared</li> <li>Remove any soft furnishings</li> <li>All linen &amp; laundry to be washed @60 degrees</li> <li>Uniform to be washed @60 degrees</li> <li>Parents encouraged to wash children's cloths daily @60 degrees</li> <li>High risk hygiene play stopped</li> <li>Comforters &amp; dummies must be secured to child's clothing</li> <li>Office equipment to be cleaned regularly</li> <li>Setting deep cleaned following confirmed case</li> <li>Staff undertaken additional training</li> <li>Maintain levels of PPE &amp; cleaning stocks</li> <li>Paediatric &amp; first aid at work provision remains in place</li> <li>Remove free flow curtains</li> <li>Setting manager to review practises daily</li> </ol>	
		<p><b><u>Food &amp; drink</u></b></p> <ul style="list-style-type: none"> <li>Covid-19 case within setting</li> <li>Food poisoning</li> </ul>	<ol style="list-style-type: none"> <li>Kitchen &amp; food preparation to adhere to Food Standard Agency SFBB protocol</li> <li>No self-service</li> <li>Placements to be used and cleaned immediately</li> <li>All crockery &amp; cutlery to be washed in dishwasher</li> </ol>	

		<ul style="list-style-type: none"> <li>• Spread of the virus through cross contamination</li> <li>• Possible risk of infection from 3<sup>rd</sup> party food delivery or staff member visiting shops</li> </ul>	<ol style="list-style-type: none"> <li>5. Regular timetable for children water consumption</li> <li>6. Snacks to be served as individual portions no sharing</li> <li>7. Menu ingredients and food to be delivered from central supplier</li> <li>8. Staff to use/bring own cutlery, crockery &amp; food</li> <li>9. Setting manager to review practises daily</li> </ol>	
		<p><b><u>Wellbeing &amp; Education</u></b></p> <ul style="list-style-type: none"> <li>• Covid-19 case within setting</li> <li>• Spread of the virus through cross contamination</li> <li>• Mental health issues</li> <li>• PHE noted increased risk to BAME</li> </ul>	<ol style="list-style-type: none"> <li>1. Phones to be disinfected on arrival and stored in sandwich bag in designated secure area</li> <li>2. Staff to remain in designated areas</li> <li>3. Staff to not move around the setting</li> <li>4. Staff to use designated toilet</li> <li>5. Staff room closed out of bounds</li> <li>6. Staff reminded of whistle blowing procedure</li> <li>7. Training to be provided in new ways of working</li> <li>8. Staff issued with mental health guidance and support</li> <li>9. Offer support to BAME employees if requested</li> <li>10. Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe</li> <li>11. Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support</li> <li>12. Setting manager to review practises daily</li> </ol>	
		<p><b><u>Suspected Cases</u></b></p> <ul style="list-style-type: none"> <li>• Further spread of the virus within the setting</li> <li>• Panic among staff &amp; parents</li> </ul>	<ol style="list-style-type: none"> <li>1. Identify isolation area close to entrance or outside</li> <li>2. Isolation box to contain PPE mask, visor, apron, gloves, snack &amp; water</li> <li>3. Child showing symptoms will be immediately isolated</li> <li>4. Staff member showing symptoms will be sent home</li> <li>5. Staff member to sit with child wearing following PPE- Mask, visor, gloves, apron</li> <li>6. Parents will be notified for immediate collection</li> <li>7. Area to be deep cleaned following incident</li> <li>8. Setting to be deep cleaned following confirmed case</li> <li>9. All materials used to be double bagged and placed in refuse</li> <li>10. Liaise with AM to ensure parent/staff communications are in place</li> </ol>	

			11. Setting manager to review practises daily	
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Date:	Staff Name	Signed


**Risk Levels**

<b>Risk Colour</b>	<b>Condition</b>	<b>Further Action</b>
<b>Green</b>	<b>This is a low risk, but we will continue to monitor.</b>	<b>Carry out regular checks and inspections to ensure that this remains safe.</b>
<b>Amber</b>	<b>This is a medium risk, can we make it safer.</b>	<b>Take Reasonably Practicable measures to reduce the risk.</b>
<b>Red</b>	<b>This is a high risk, We need to make it safer before continuing.</b>	<b>Take urgent measures to reduce the risk. If necessary, cease the activity until the risks can be reduced.</b>